

CAPM®
Certified Associate
in Project
Management
Interactive Live Online Training

Email:

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Call:

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Learning from the class

CAPM signifies that you speak and understand the global language of project management and connects you to a community of professionals, organizations and experts worldwide.

The CAPM Role Delineation states that candidates for the CAPM certification:

- Perform their duties under general supervision and are responsible for all aspects of the project for the life of the project
- Lead and direct cross-functional teams to deliver projects within the constraints of schedule, budget, and scope
- Demonstrate sufficient knowledge and experience to appropriately apply a methodology to projects that have reasonably well-defined requirements and deliverables

Benefits of Training

- Learn about the Project phases, Project life cycle, Project stakeholders , key general management skills and the social-economic-environmental influences
- Learn about facilitating processes of Quality, Human Resources, Communication, Risk, Procurement and Stakeholder Management
- Learn how to use the PMBOK® Guide to prepare for the examination
- Get guidelines on filling up the PMP® Application form

Who should attend this training

- Project & Program Managers
- Delivery Managers
- Project / Team Leaders
- Consultants
- Senior Executives
- IT Managers
- Project Team Members
- PMO staff

Book Online

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“Project management can be defined as a way of developing structure in a complex project, where the independent variables of time, cost, resources and human behavior come together.”
~ Rory Burke!

Get 10%

Discount:

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PMPPREP10

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Module 1

Introduction to Project Management (6%)

- 1.1 Understand the five project management process groups and the processes within each group
- 1.2 Recognize the relationships among project, program, portfolio, and operational management
- 1.3 Define a typical project lifecycle
- 1.4 Understand the function and importance of tailoring for different projects

2. Project Environment (6%)

- 2.1 Identify the factors and assets that may impact the outcome of a project
- 2.2 Distinguish between organizational systems
- 2.3 Understand the purpose and activities of a Project Management Office
- 2.4 Recognize the hierarchy of projects, programs and portfolios

Role of the Project Manager (7%)

- 3.1 State the primary functions of a project manager
- 3.2 Understand a project manager's sphere of influence
- 3.3 Identify the major elements included in the PMI triangle
- 3.4 Recognize the difference between leadership and management

Project Integration Management (9%)

- 4.1 Understand the seven project management processes in the project integration management knowledge area
- 4.2 Identify the input, tools, techniques and outputs defined in the seven processes in project integration management
- 4.3 Understand the purpose of project integration management and the project manager's role within it
- 4.4 Identify concepts and procedures related to project change management
- 4.5 Identify tailoring consideration in project integration management and recognize key documents
- 4.6 Identify methods for project integration and knowledge management

Project Scope Management (9%)

- 5.1 Understand the six project management processes in the project scope management knowledge area
- 5.2 Identify the Input, tools, techniques and outputs defined in the six processes in project scope management
- 5.3 Identify key concepts and tailoring consideration for project scope management, and key roles in scope management
- 5.4 Identify the purpose and elements of a Work Breakdown Structure (WBS) for both Product and Project scope
- 5.5 Understand project scope management for agile/adaptive projects, including the use of prototypes

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Module-2

Project Schedule Management (9%)

- 6.1 Define the six project management processes in the project schedule management knowledge area
- 6.2 Identify the Input, tools, techniques and outputs defined in the six processes in project schedule management
- 6.3 Solve simple network diagrams problems and perform basic scheduling calculations
- 6.4 Identify considerations for agile/adaptive environments in project schedule Management

Project Cost Management (8%)

- 7.1 Understand the four project management processes in the project cost management knowledge area
- 7.2 Identify the Input, tools, techniques and outputs defined in the four processes in project cost management
- 7.3 Identify key concepts in project cost management, including tailoring and special considerations for agile/adaptive environments
- 7.4 Understand and apply basic forecasting and earned value methods for project cost management

Project Quality Management (7%)

- 8.1 Understand the three project management processes in the project quality management knowledge area
- 8.2 Identify the Input, tools, techniques and outputs defined in the three-quality management processes
- 8.3 Understand the reasons for and approaches to adapting quality management in different project environments
- 8.4 Identify quality tools and approaches for continuous improvement

Project Resource Management (8%)

- 9.1 Define the six project management processes in the project resource management knowledge area
- 9.2 Identify the Input, tools, techniques and outputs defined in the six processes in project resource management
- 9.3 Identify key concepts and trends in project resource management, including tailoring and special considerations for agile/adaptive environments
- 9.4 Identify techniques for developing a team, managing conflict, and resolving resource-related problems
- 9.5 Understand the components of a resource management plan and data representation techniques for managing project resources

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Module-3

Project Communication Management (10%)

- 10.1 Understand the three project management processes in the project communication management knowledge area
- 10.2 Identify the Input, tools, techniques and outputs defined in the three-project communication management processes
- 10.3 Identify key concepts and approaches in project communication management, including tailoring and special considerations for agile/adaptive environments
- 10.4 Recognize the dimensions of communication and components of a communications management plan
- 10.5 Identify communications skills and methods for project communication management

Module-4

Project Risk Management (8%)

- 11.1 Understand the seven project management processes in the project risk management knowledge area
- 11.2 Identify the Input, tools, techniques and outputs defined in project risk management
- 11.3 Identify the key documents in project risk management
- 11.4 Perform simple risk calculations
- 11.5 Recognize when and how to adjust risk based on the project environment

Project Procurement Management (4%)

- 12.1 Understand the three processes in the project procurement management knowledge area
- 12.2 Identify the Input, tools, techniques and outputs defined in the three-project procurement processes
- 12.3 Identify key concepts and tailoring considerations for project procurement management, including trends and emerging practices
- 12.4 Identify various types of contracts, agreements, and source selection methods

Project Stakeholder Management (9%)

- 13.1 Understand the four project management processes in the project stakeholder management knowledge area
- 13.2 Identify the Input, tools, techniques and outputs defined in the four-project stakeholder management processes
- 13.3 Recognize key stakeholders' roles and needs
- 13.4 Identify the key concepts and benefits of stakeholder management

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What do you get?

By attending our CAPM you will get,

- Exposure to best industry project management principles and practices of PMBOK
- Tips & Tricks to clear the PMP exam
- Downloadable workbooks, PDF-guides and study material
- Networking opportunities with fellow professionals
- 5 Year email based doubt clearing support from our experts
- 35 Contact hour certificate

What should you have?

Pre-requisite of the course

Secondary diploma (high school diploma / global equivalent)

Project Management Experience: 1,500 hours of professional experience on a project team
OR

Secondary diploma (high school diploma / global equivalent)

Project Management Education: **23 contact hours of formal education**

Requirements for the training

There is no any specific requirement of any software tool installation in your laptop before the training.

You just need to have a laptop, Headset and internet connectivity.

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